

**Idaho Public Charter School Commission
Pre-Opening Site Visit Checklist**

Name of Charter School:

Date of Visit:

	Provided (Y/N)	If Not Provided: When Will This Be Submitted	Additional Comments
On-Site Verification			
Certificate of Occupancy is on file at the facility.			
Fire Inspection has been passed and is on file at the facility.			
All staff criminal background checks have been completed and are on file.			
Actual instructional materials and supplies are on site			
Equipment is operational and technology is available for student use.			
Equipment purchased with grant or state funds is identified and inventoried.			
Classroom furnishings meet needs of the student population and are arranged appropriately for instruction.			
Reasonable facility accommodations for SPED students is available.			
Early Verification: Documentation to be Submitted Prior to Site-Visit			
Copy of facility lease or mortgage			
Necessary facility inspections scheduled and a timeline of all required improvements provided			
Copies of all insurance policies			
Annual budget approved by School's board			
Copy of fire inspection			
Copy of Certificate of Occupancy			
Letter of intent for services from independent auditor			
Staff listing with titles and positions			
Copy of signed board conflict of interest policy			
Updated list of governing board members with positions and contact information			

Site Visit Conducted by _____

_____ Title